



Emergency Communications Shift Supervisor

Department: Emergency Communications

EEO Code: 22

Class Code: 2156

FLSA: N

Effective: 01/07/1993

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable by performing all duties and responsibilities associated with for the line supervision for the Emergency Communication Center; in the absence of the manager assumes command of the Emergency Communication Center

SPECIFIC STATEMENT OF DUTIES:

Supervise subordinate personnel to insure proper and efficient operation is being conducted by the staff; monitors emergency calls; supervise tracking, monitoring and updating of previously assigned emergency resources and equipment; coordinate the appropriate responses of all calls; council documents and conduct employee performance appraisals; motivate and develop the work of personnel for the Career Development Program; implement a training program; notify and coordinate with the command personnel on major or potential significance or disaster; assigns all approvals for leave; assists with the completion of all reports done by personnel; performs complimentary/ disciplinary actions pertaining to subordinate personnel; make all personnel schedules; coordinate the testing and repair of all equipment used in the center; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of all the operations in the Emergency Communication Center; general knowledge of the Federal, State, and local laws and codes; knowledge of the basic functions of the other county agencies; general knowledge of the County's geography.

Considerable skills in communication; both orally and in writing; computer skills.

Considerable ability to effectively process input/output on the telecommunications system; the ability to work with limited supervision; ability to troubleshoot a computer system.

MINIMUM EDUCATION AND EXPERIENCE:

Diploma; experience as an assistant shift supervisor; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
